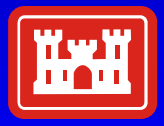
KNOWLEDGE DISPATCH

SHARED COLLABORATIVE
WORK SPACE



TOPICS

- GENERAL FEATURES
- BASIC TERMS
- COLLABORATION FEATURES
- SEARCH FEATURES
- WALK THROUGH
- WHERE DO WE GO FROM HERE

GENERAL FEATURES

- HOSTS BOTH PUBLIC AND SECURE PAGES
- LOGIN USING AKO USER NAME AND PASSWORD
- WEB-SITE CONTENT MANAGED BY THOSE RESPONSIBLE FOR THE CONENT, NOT BY ONE OR A FEW WEBMASTERS
- CUSTOMIZABLE PAGE LAYOUT AND PROGRAMS
- WEB-DEVELOPMENT EXPERTISE IS NOT REQUIRED TO MANAGE PAGES AND CONTENT
- WIZARD BASED TOOLS
- WEB-BASED COLLABORATION TOOL FOR WORKGROUPS
- REGISTERED USERS CAN SUBSCRIBE TO PAGES
- EMAIL NOTIFICATION
- EXPIRATION DATES

BASIC TERMS

- Programs – are specific tools you use to integrate with databases and email, collect information from systems, people and the Internet; and disseminate news to people who need it.
- Pages – like regular web pages, pages are how information is displayed.
- Items – are pieces of information. They include events, announcements, documents, links, etc.
- Folders – are where items are stored.

COLLABORATION FEATURES

- TEAM & ORGANIZATION CALENDARS
- DOCUMENT MANAGEMENT WITH VERSIONING
- THREADED DISCUSSION
- IMAGE DATABASES
- WHAT'S NEW
- WORKFLOW
- SIMPLE SURVEYS
- SEARCH

SEARCH FEATURES

- Verity Search Engine – can index up to 250,000 documents.
- Indexes the content of pages and documents.
- Keyword search.

WALK THROUGH

WHERE DO WE GO FROM HERE?

- Identify a workspace coordinator.
- Initial setup of workspace.
  - Identify and setup workflow.
  - Determine and setup security model.
- Brief orientation and training for workspace coordinator.
- Add users.
- Help desk support and problem resolution.